livegreenlexington
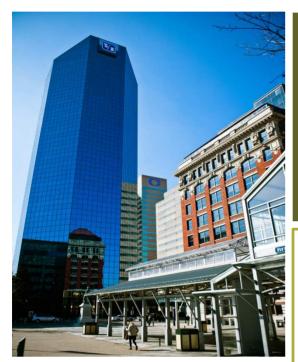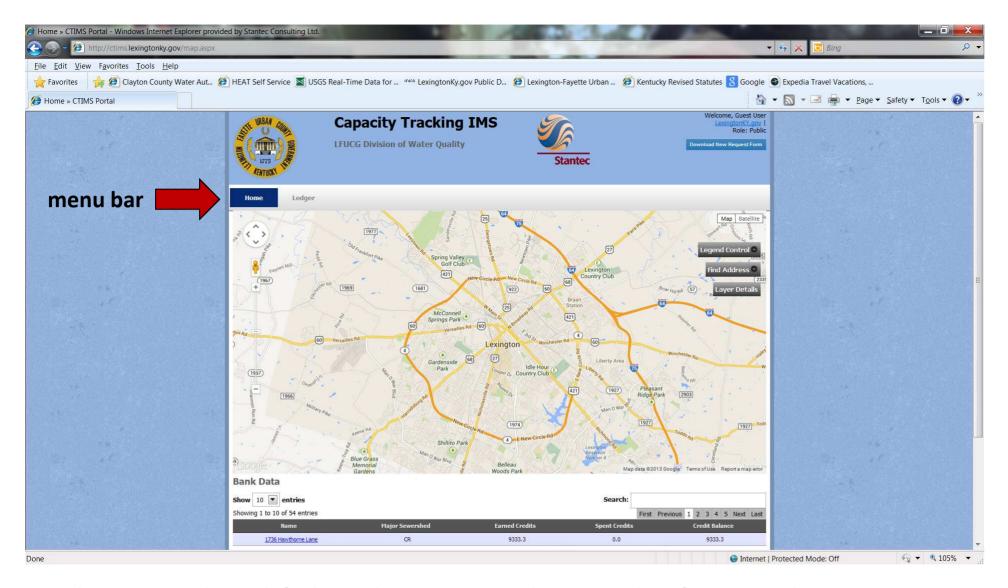
Sanitary Sewer System Capacity Assurance Program (CAP)
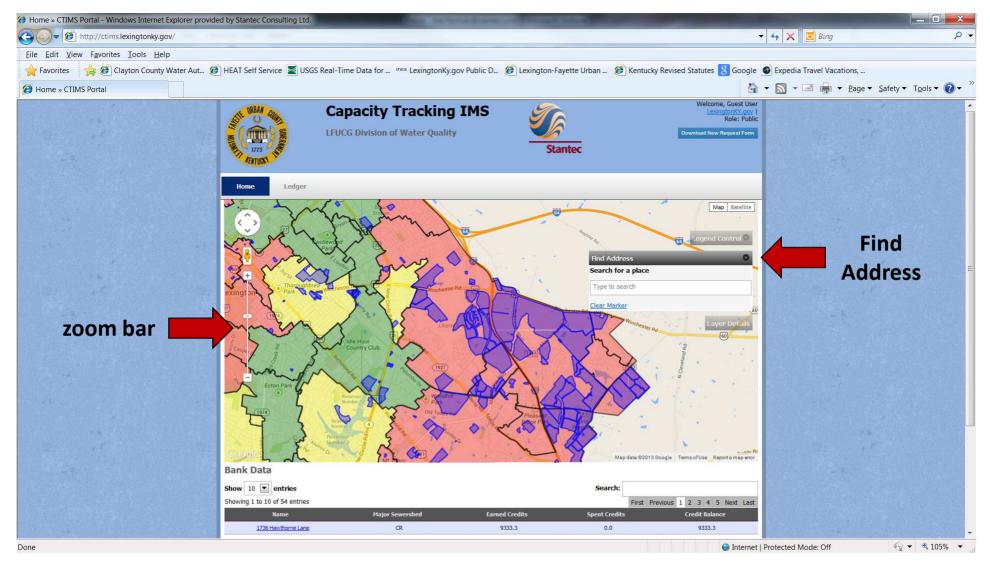
TUTORIAL
Capacity Tracking Information
Management System (CTIMS)
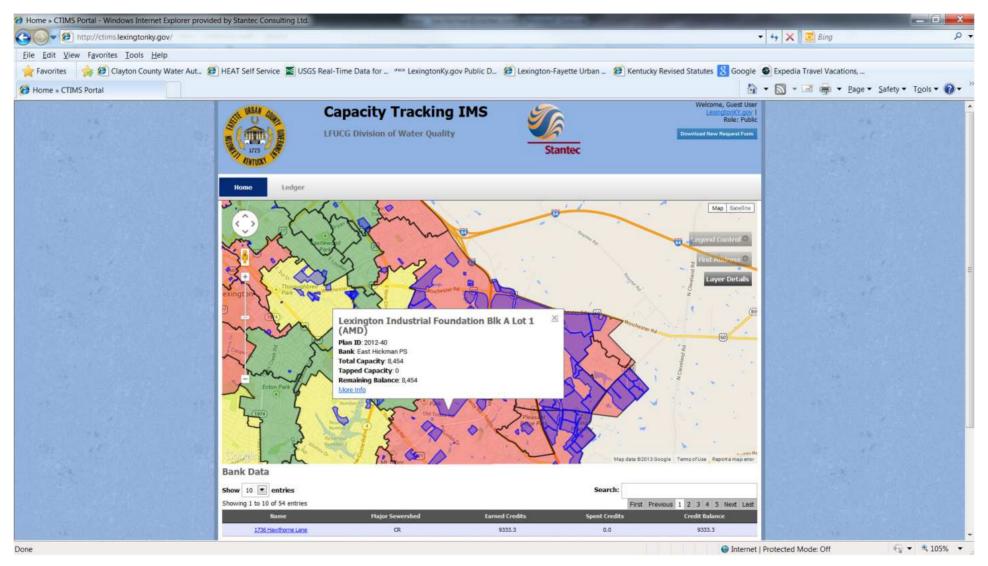
www.ctims.lexingtonky.gov
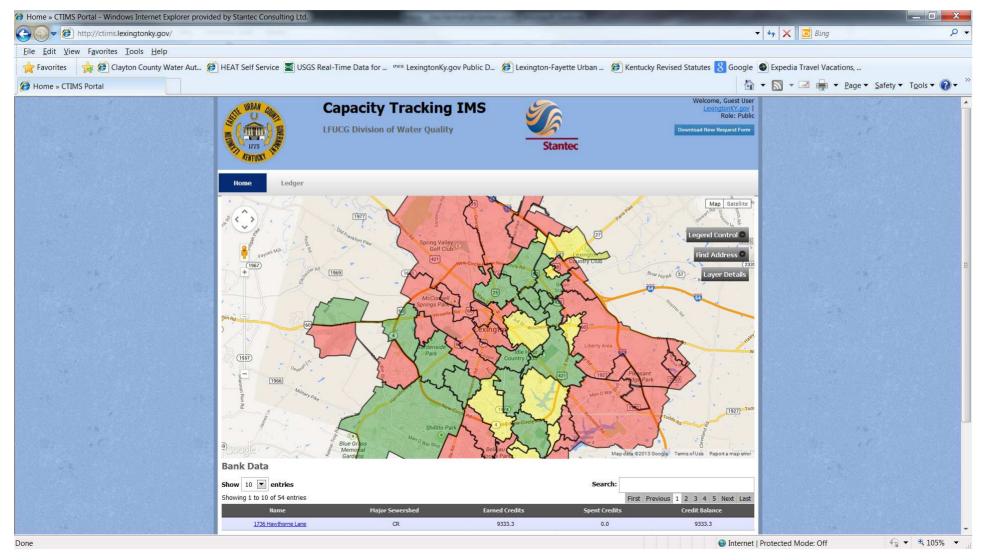
August 23, 2013

The CTIMS website defaults to the *Home* menu bar item when first opened.
A map viewer is located on the *Home* screen and can be used to find an address,
determine the CAP bank, or verify if a property was grandfathered under the CAP.
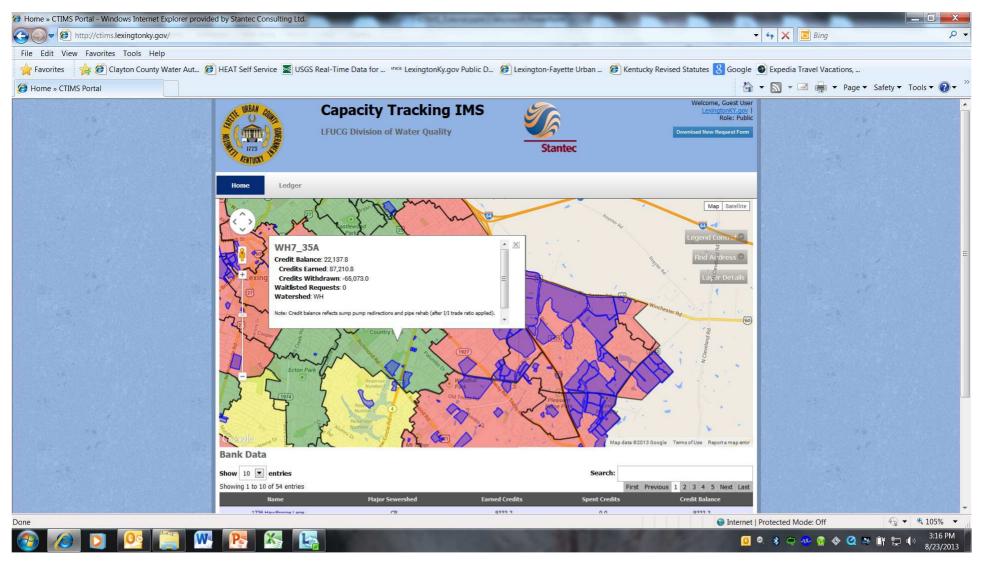
1

To find a property, you can pan and zoom within the map area. To pan simply depress the mouse button and drag the cursor in the desired direction. Zoom in/out using the **zoom bar** on the left edge of the map. If you know the property address, you can use the **Find Address** search feature on the right edge of the map.
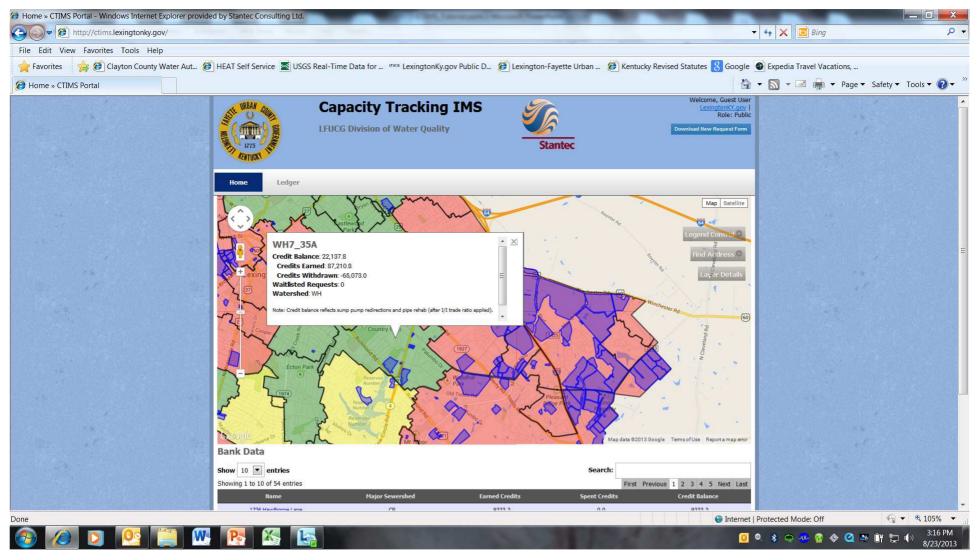
Click on a **blue polygon** (*Plan Footprints*) to view details regarding grandfathered plans. Selecting the "More Info" link at the bottom will redirect you to a new screen that contains specific details on how the grandfathered amount was calculated.
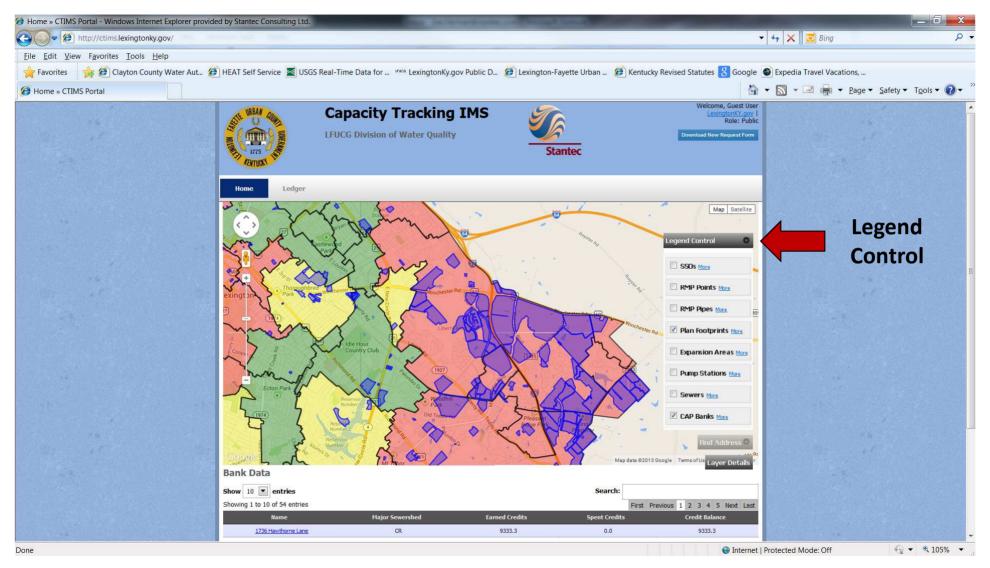
CAP banks are shown as red, yellow, or green polygons. Capacity is accumulated in each CAP bank from completed sewer improvements and can be used to offset the sewage flows from new development or redevelopment. In general, green banks have the most available capacity, while red banks have the least capacity.
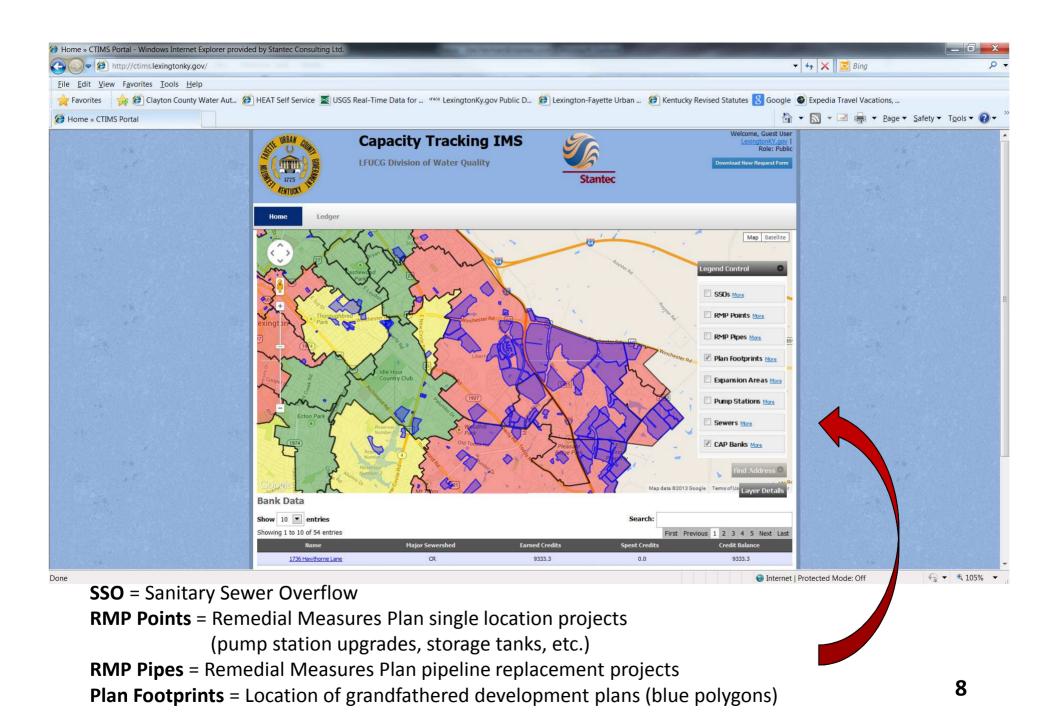
Once the property has been located, select the CAP bank that it lies within by pressing the right mouse button on the bank polygon. Be sure to select somewhere in the bank that is outside the footprint of any blue polygon. A pop-up window will appear identifying the current bank balance.

5

Negative balances indicate that capacity demand is greater than the current bank balance. This does not mean that capacity is unavailable for your property. It does mean that sewer improvements must be completed prior to authorizing a tap permit for the property.

6

To control what is displayed on the map, select the box adjacent to the desired feature. A check mark indicates what will be shown on the map. To toggle off a feature, unclick the box.

SSO = Sanitary Sewer Overflow

RMP Points = Remedial Measures Plan single location projects
                            (pump station upgrades, storage tanks, etc.)

RMP Pipes = Remedial Measures Plan pipeline replacement projects

Plan Footprints = Location of grandfathered development plans (blue polygons)

8

Expansion Areas = Expansions of the Urban Service Boundary as defined in LFUCG's Comprehensive Plan (gray polygons)

Pump Stations = Wastewater pumping stations

RMP Pipes = Trunk sewers included in LFUCG's hydraulic model

CAP Banks = Geographic area defined in accordance with LFUCG's CAP Plan.

The **Ledger** menu bar item provides access to the CAP bank balance and individual transactions. Begin by selecting the desired CAP bank, then click the "Actions" link and select "Details" from the pop-up screen.

Once "Details" has been selected, the individual bank ledger will appear. On the individual ledger screen, the total deposits, withdrawals and current balance is shown at the top. Individual transactions are also shown in chronological order similar to a check book register.